

SAMPLE LETTER

MEMORANDUM FOR NGB/HR

FROM: (Your information here)

SUBJECT: TAG Endorsement or Director Endorsement

I concur with (applicant's rank and full name) decision to apply for MVA (MVA # 200X-XXX, and Title) at (location of Position). I agree to release him/her from his/her current assignment in the event he/she is selected. I certify that the individual has not misused or is delinquent in his/her government card responsibilities

TAG Signature (ANG Field Members)
Director/Commander (Statutory Tour

Members)